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Mission Statement

To support the Department of Military Affairs with quality, timely and effective services based on principles of honesty, integrity and the highest ethical standards.

Visit the WING-SHR website at www.dma.wi.gov, Department Operations, State Human Resources. This site is a great resource of information and service to the general public and our internal customers -- employees and supervisors.

Additional sources of valuable information are the OSER website (Office of State Employment Relations) at: www.oser.wi.gov as well as ETF (Employee Trust Funds) at www.etf.wi.gov.

The SHR Quarterly



All of us in State Human Resources wish you and your families Happy Holidays and a healthy, safe and prosperous New Year!

Inclement Weather

As we enter the winter season, state employees are reminded that procedures have been established concerning treatment of work time that might be lost due to severe weather conditions.

State offices may be closed to the public due to inclement weather, but they will not be closed to state employees unless specifically ordered by the Governor. When offices are closed to the public, employees will be allowed to leave early or not report to work as provided for under their respective labor agreements or personnel rules. Any lost time should be accounted for in accordance with the applicable agreements and rules. Generally, employees must work, use paid leave (excluding sick

leave), make arrangements with their supervisor to make up the lost time (normally, must be within the same work week as when the time was lost), or use leave without pay (subject to Federal Fair Labor Standards Act).

If the Governor closes state offices to the public and employees, it will be clearly stated in the Governor's order and any press release. In such cases, employees should refer to the appropriate labor agreement provisions or personnel rules regarding time off.



Do you know where you live?

If the payroll office needed to mail you your next raise, would the address on file be correct? Most employees don't actually look at the address printed on their check/advice stubs. Your address is used for a number of things such as health insurance, retirement benefits, and W-2 mailing in January.

If you notice that the address on your check/ advice stub still shows where you previously lived, or is incorrect, please notify DMA Payroll for the appropriate paperwork to get you to where you are!

Your SHR Staff

Lynn Boodry, Human Resources Director – 608-242-3163
Tom Sandine, Human Resources Specialist – 608-242-3164
Stacie Meyer, Human Resources Specialist – 608-242-3166
Julie White, Risk Management and Safety – 608-242-3157
Katie Esser, Payroll & Benefits – 608-242-3165
Cathy Johnson, Payroll & Benefits – 608-242-3167
Sarah Mautz, Human Resources Assistant – 608-242-3153

All phone numbers above can also be contacted by using DSN number 724 before the last four digits.

CHECK YOUR INCOME TAX WITHHOLDING!

Since you last filed Form W-4, did you . . . Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to . . . Your non-wage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions?

If you answered "YES" To any of these questions or you owed extra tax when you filed your last tax return, you may need to file a new Form W-4 for 2007. Federal W-4 and State W-204 forms can be obtained from DMA Payroll.



Thank You to all who so generously participated in the annual Partners In Giving, the State Employees Combined Campaign. Forty-eight DMA state employees in Dane County made contributions for a total dollar amount of \$10,083.00! Without people like you, this campaign could not have remained in existence for over 30 years. Please remember that no contribution is too small dollar-wise. Consider the snowflake or the grain of sand...not much by itself, but when many gather together --Wow! *On behalf of all of those who benefit from your acts of kindness, a heartfelt thank you!*

Some of the things that SHR is or has been up to . . .

SHR staff is currently coordinating a review and update to the DMA Employee's Manual. The manual was initially issued in 2001 and, since that time, changes have occurred to DMA's organizational structure and to other provisions affecting your employment as a state employee. SHR staff is in contact with several directors for updated information. Look for an update soon!

If you are a nonrepresented employee (not represented by a union), you should have received information from the Office of State Employment Relations (OSER) about development of the 2007-09 Compensation Plan. An on-line survey was provided for nonrepresented employees to complete on OSER's website. SHR is formulating an agency response for OSER's consideration as well.

If you are a nonrepresented employee and have recommendations or concerns you would like to share with DMA management, please contact Lynn E. Boodry, SHR Director, at lynn.boodry@dma.state.wi.us. If you are a represented employee, you should direct any questions, concerns or recommendations about your compensation and benefits to your union representative.

In calendar year 2006, SHR filled 74 position vacancies. This represents almost 20% of our 400 permanent and project position state workforce and is a typical vacancy rate in state service. We have also hired 60 new LTEs this year, although we have many more on payroll. We have processed over 150 reallocations and

reclassifications, most of those resulting from implementation of the Blue Collar Classification & Compensation survey, and the Fire/Crash Rescue Specialist pay range adjustments. This office is also responsible for hearing Step 2 and 3 grievances and we are up to about 25 of those this year. These are just some of the activities that keep us busy!

PTA web conversion was completed this year for all DMA employees. This system provides an on-line, real time system for work time and leave accounting. As most of you know, your primary POC for PTA is Cathy Johnson who can be reached at (608) 242-3167 or cathy.johnson@dma.state.wi.us.

The DMA received Affirmative Action/Equal Employment Opportunity (AA/EEO) Program Certification from the Office of State Employment Relations/Division of Affirmative Action (OSER/DAA) for the period October, 2006 through June, 2009. This certification is received only after showing documents and outlining procedures that prove DMA is in compliance with OSER/DAA program standards. The certification process was designed to elevate the visibility of AA/EEO programs and to ensure that across the entire system, there is consistency in program services delivered to everyone who requires them. POC is Lynn Boodry, DMA's AA/EEO Officer.

The Risk Manager/Safety Officer has been busy too! You'll hear more about that in the next SHR Quarterly.

Remember . . . the first time you'll see 2007 leave balances will be on your check stub dated February 1, 2007.

PTAWeb deadlines are . . . midnight on Monday following the end of a pay period for employees . . . and 1:00 p.m. on Tuesday following the end of a pay period for supervisors. Supervisors can make PTAWeb changes on behalf of employees who are assigned to them.

The Champion's Creed: I am not judged by the number of times I fail, but by the number of times I succeed. And the number of times I succeed is in direct proportion to the number of times I can fail and keep

Dates to Watch

February 1, 2007 – Life Insurance premiums are updated and the new premium adjustment will show on this paycheck.

February 15, 2007 – Income Continuation Insurance premiums are updated and the new premium adjustment will show on this paycheck.